Total Workforce Management Services (TWMS) Quick User Guide
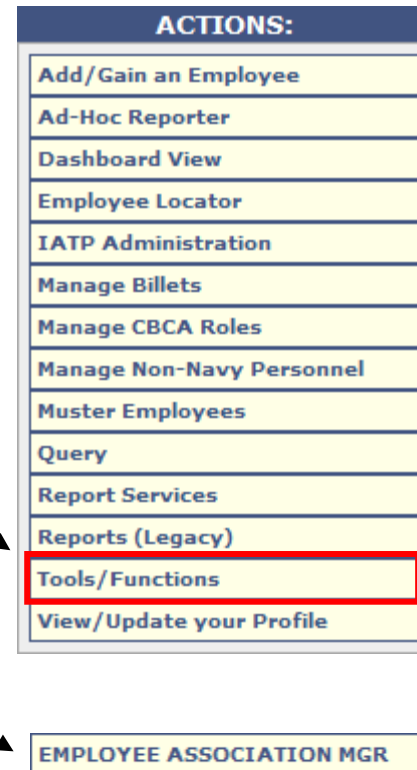
Creating Employee Associations

Accessing Employee Associations

TWMS allows you to associate employees to a UIC you have access to without needing to change their official record. Associating employees can be useful to link billets for dual-hatted employees.

To access the Employee Association module in TWMS*:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.

2. From the Tools/Functions display choose the **Employee Association Mgr** button.

You must have the appropriate permissions to associate employees.

ACTIONS:

- Add/Gain an Employee
- Ad-Hoc Reporter
- Dashboard View
- Employee Locator
- IATP Administration
- Manage Billets
- Manage CBCA Roles
- Manage Non-Navy Personnel
- Muster Employees
- Query
- Report Services
- Reports (Legacy)
- Tools/Functions
- View/Update your Profile

EMPLOYEE ASSOCIATION MGR

Accessing Employee Associations

The Employee Association module will open in a new window. The layout is similar to the Workforce Manager module that you are already familiar with. Employees already associated to UICs that you have access to will display here.

Search/Sort
You can search for existing associations by entering a Last Name, First Name, or Associated UIC and then clicking the **Search** button. Only those employees matching your entries will display.
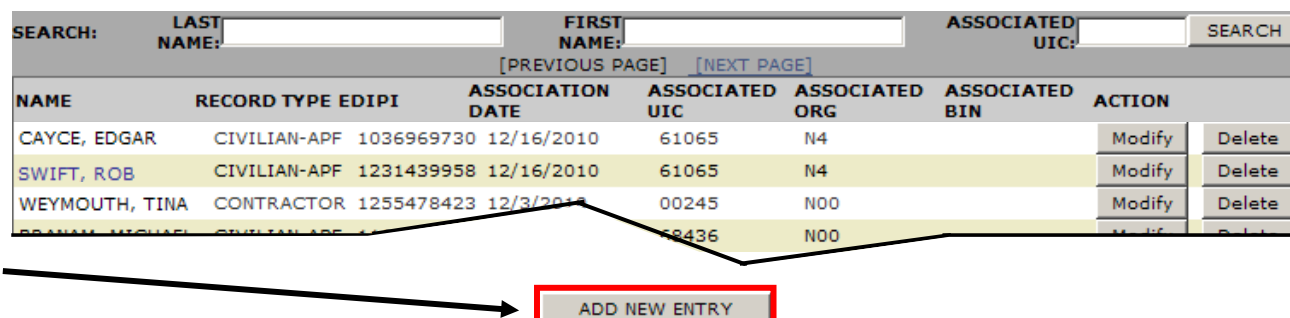
Adding Employee Associations

TWMS allows you to easily add entries in the Employee Association module. These employees will not appear in your Workforce Management area of TWMS and will not be included in your employee counts. Except for the two "Manpower AMD PERS" reports they will not appear on any other reports or queries that you will generate or build.

To add a new entry:

1. Click the **Add New Entry** button.

2. Enter the last name or the employee's EDIPI# and then click **Search**.

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Adding Employee Associations

3. Click the link of the employee you want to associate.

Enter the last name of the employee or the employee's EDIPI# then click the "Search" button. If entering the last name you may also also enter the first name, if known.

Last Name	First Name	OR	Employee EDIPI #	
germanicus				Search

Name	Major Claimancy	Command	Employee Type	Employee Status
GERMANICUS, GAIUS CAESAR AUGUSTUS	NV99 - APPCOM-DEMO	DEMO1- COMMANDER, NAVY APPLICATION DEMO COMMAND	CIVILIAN-APF	Active - On Board
GERMANICUS, TIBERIUS C	NV99 - APPCOM-DEMO	DEMO1- COMMANDER, NAVY APPLICATION DEMO COMMAND	CONTRACTOR	Active - On Board

BACK

4. From the new Employee Profile window, click the **Select** button to enter the associated UIC for this employee .

Note: You must enter information for both the Associated UIC and Associated Org Code. Associating a billet is optional but can also be entered here.

EMPLOYEE PROFILE			
NAME:	GERMANICUS, TIBERIUS CLAUDIUS	EMPLOYEE TYPE:	CONTRACTOR
OFFICIAL COMMAND:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND	CURRENT ASSIGNMENT:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND
OFFICIAL ORG CODE:	N7	CURRENT ORG CODE:	N72
LOCATION:		BUILDING:	318
EMAIL ADDRESS:	tiberius.germanicus.999@navy.mil	WORK PHONE:	(619)555-1212
DSN PHONE:		SECURE PHONE:	
SUPERVISOR:	MORENO, CRAIG A	EMPLOYEE STATUS:	Active - On Board
ASSOCIATED UIC:	[Select] [Clear]	ASSOCIATED ORG CODE:	
ASSOCIATED BILLET:	[Associate] [Clear]		

New Search   Associate Employee/Member to Command

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Adding Employee Associations

5. If necessary, search for the associated UIC by entering the UIC or Command Name.

6. Click the **Select** link once it is displayed.

7. Enter the Associated Org Code.

8. Click the **Associate Employee/Member to Command** button .

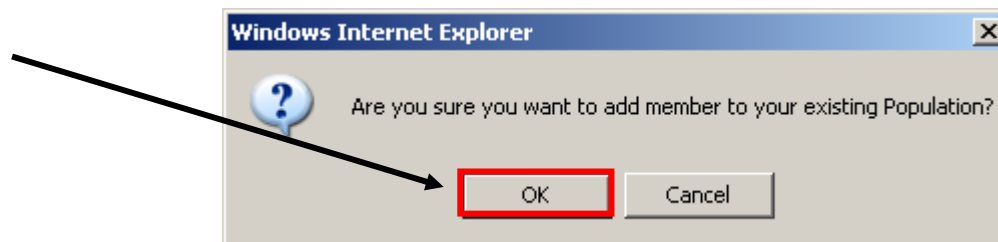|	**EMPLOYEE PROFILE**		
NAME:	GERMANICUS, TIBERIUS CLAUDIUS	**EMPLOYEE TYPE:**	CONTRACTOR
OFFICIAL COMMAND:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND	**CURRENT ASSIGNMENT:**	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND
OFFICIAL ORG CODE:	N7	**CURRENT ORG CODE:**	N72
LOCATION:		**BUILDING:**	318
EMAIL ADDRESS:	tiberius.germanicus.999@navy.mil	**WORK PHONE:**	(619)555-1212
DSN PHONE:		**SECURE PHONE:**	
SUPERVISOR:	MORENO, CRAIG A	**EMPLOYEE STATUS:**	Active - On Board
ASSOCIATED UIC:	DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND [Select] [Clear]	**ASSOCIATED ORG CODE:**	N00I
ASSOCIATED BILLET:	[Associate] [Clear]		

[New Search]   [Associate Employee/Member to Command]

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Search:

	UIC	Command Name		[Search] [Cancel]

	UIC	Command Name	<< Prev 1 of 1 Next >>
Select	00052	CDR NAVY INSTALLATIONS COMMAND	
Select	00246	NAVAL BASE CORONADO	
Select	00950	NCTAMS PAC WAHIAWA HI	
Select	3049B	COMNAVREG EURAFSWA NAPLES	
Select	30588	NCTAMS PAC DCS WAHIAWA HI	
Select	35177	NCTAMSPAC COCOM DET	
Select	39133	MAKALAPA TCF PEARL HARBOR HI	
Select	39255	TSCOMM DET KANEOHE HI	
Select	40132	NIOC HAWAII/PRNOC	
Select	42233	USCINCPAC CMD CTR COMM SUPP	
Select	45627	NAVAIRTERM NORFOLK DET OCEANA	
Select	47701	GCCS SUPPORT DEPT	
Select	61054	COMFLTACT YOKOSUKA JA	
Select	66001	SPAWARSYSCEN PACIFIC	
Select	DEMO2	COMMANDER, NAVY APPLICATION DEMO COMMAND #2	
Select	KTR52	CDR NAVY INSTALLATIONS COMMAND UNASSIGNED CONTRACTORS	

Adding Employee Associations

9. Click OK.

The associated employee will now appear in your listing.

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Modifying Employee Associations

You can easily modify information related to the UIC, Org Code, or billet of an associated employee .

To modify information about an associated employee:

1. Click the **Modify** button of the employee you want to change information for.

2. Enter or select the updated information in the available fields.

3. Click the **Update Associated Member** button.

Deleting Employee Associations

You can also delete an employee when they are no longer required to be associated to a UIC.

To delete an employee association:

1. Click the **Delete** button of the employee you would like to remove.

The associated employee no longer appears in your listing.

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